

Final Investigation Report

1. Case Details

Case Reference No. _____

Date of Report _____

Name of Employee _____

Department _____

Complainant _____

Investigator _____

2. Allegation(s)

Provide a clear summary of the allegations made, including dates and a brief description of the incident(s):

3. Investigation Process

- Date(s) of Investigation: _____
- Method(s) Used: (e.g. interviews, document review) _____
- Persons Interviewed: _____
- Documents Reviewed: _____

4. Findings

Summarize key findings from the investigation. Reference evidence and testimonies as needed:

5. Conclusion

State whether the allegation(s) are substantiated, unsubstantiated, or inconclusive based on evidence:

6. Recommendations

Outline any action(s) recommended, such as disciplinary measures, process improvements, or further training:

7. Signatures

Prepared By _____ **Date:** _____

Reviewed By _____ **Date:** _____

Important Notes

- This report should remain confidential and is intended for authorized personnel only.
- Ensure all evidence and testimonies are collected impartially and documented accurately.
- The conclusion and recommendations should be based objectively on the findings.
- Follow all relevant legal, regulatory, and company policy procedures throughout the investigation.
- Retain all investigation records securely for future reference if needed.